



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 12-26**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Command Post Craftsman	AFSC: 1C371	OPEN DATE: 16 DECEMBER 2011	CLOSE DATE: 15 JANUARY 2012
UNIT OF ACTIVITY/DUTY LOCATION: 168th Air Refueling Wing, Eielson Air Force Base, Alaska		GRADE REQUIREMENT: Minimum: E5 Maximum: E6	
SELECTING SUPERVISOR: MSgt Morrissey	VACANCY 00955540	PHYSICAL PROFILE: PULHES – 222121	

AREAS OF CONSIDERATION

NATIONWIDE Applications for this announcement that will be forwarded for consideration will consist of all Alaska Air National Guard personnel who 1) currently hold the advertised AFSC at the advertised skill level and meet grade requirement **or** 2) AKANG AGRs who meet the minimum criteria for retraining (specifications listed below) **or** 3) applicants who are eligible to become members of the Alaska Air National Guard, hold the AFSC and meet grade requirements. If you do not meet any of these criteria, your application will not be forwarded for consideration.

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Manage and perform activities within fixed ground, mobile and airborne command and control (C2) facilities such as installation and expeditionary command posts (CP), operations, rescue coordination, and Combatant Command and Major Command centers
- Provide command, control, communication, and information support throughout the full spectrum of operations to include peacetime, emergency and disaster situations, crisis, contingency and war
- Disseminate time-sensitive critical information to senior leaders and support agencies
- Established procedures for operational reports, readiness reports, and the Status of Resources and Training System (SORTS) report
- Use communications systems and consoles to affect positive control of assigned forces and weapons systems
- Support chemical, biological, radiological, nuclear, and explosive, and conventional warning and reporting activities
- Ensure compliance with operations center and CP policies and procedures
- Perform C2 actions to support Homeland Security, National Defense, and Air Force operations
- Provide C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans
- Facilitate C2 in support of the Installation Emergency Management (EM) Program
- Encode, decode, transmit and relay presidential decisions to execute and terminate nuclear and conventional force operations
- Relay C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces
- Coordinate and executes search and rescue activities
- Flight-follow and manage aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support
- Monitor status and location of key personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary
- Ensure operational readiness and adherence to standards
- Maintain and disseminate local and worldwide current and forecasted weather to include watches, advisories and warnings to installation populace and aerospace resources
- Ensure existing directives for executing and controlling assigned forces are understood and properly applied
- Prepare and submits operational, readiness, SORTS, international treaty, and aerospace asset reports
- Analyze and disseminate information derived from operational and readiness reports
- Operate and monitor voice, data, and alerting systems
- Receive and disseminate time-critical information to and from the commander to internal and external agencies during daily operation, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons
- Coordinate actions to ensure prompt response during disaster operations (pre, trans, and post), including immediate activation and recall of all resources and participating agencies and organizations
- Monitor actions to preserve life, minimize damage, and restore operations following natural disasters (trans and post), accidents, wartime attacks, and military operations other than war
- Coordinate, direct, and monitor actions to allow continuation or restoration of vital functions and operations
- Maintain proficiency in C2 systems and aircraft flight following and mission management systems such as Theater Battle Management Core Systems and Global Decision Support System
- Establish manpower, communications, equipment, and facility requirements
- Maintain Communications Security (COMSEC) to i.e. receive, safeguard, utilize, inventory, issue and destroy COMSEC material
- Maintain CP personnel, information, operations, computer, emission, industrial and physical security programs
- Additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – **GENERAL - 67 OR ADMINISTRATIVE – 55**
- SECURITY CLEARANCE – **Top Secret (eligible to obtain)**
- STENGTH APTITUDE - Demonstrated by weight lift of 40 LBS
- Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*
- Knowledge is mandatory of: Air Force organization and administration; C2 data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of command post for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; encode, decode; and authorization procedures used by command of assignment
- Experience in functions such as handling automated operational data, controlling input and output data from automated CP systems using data processing devices, and communication operations: experience performing or supervising functions of CP operations; experience managing and directing CP functions

PREFERED QUALIFICATIONS

Experience in functions such as handling automated operational data, controlling input and output data from automated CP systems using data processing devices, and communication operations. Experience performing or supervising functions of CP operations.

See page 2 for All Required Documents for Considerations

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO-AGR office **no later than 1600 or postmarked on or before the closing date**. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received that are not signed will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **application package must include at least the NGB-34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** Items 4-6 are requested by the Human Resource Office to determine qualifications. If the requested documents are not submitted, a letter of explanation may be included.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT/PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic)
5. Cover Letter & Resume
6. Last 3 Enlisted Performance Report (if applicable)
7. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC)

SUBMIT NO STAPLES/NO BINDINGS

**** Alaska Air National Guard – Applicants who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months. Signed statement must be submitted with application ****

QUESTIONS:

The HRO Liaison - 168th Force Support Flight, MSgt Ashley Hill, 907-377-8758 (DSN 317-377-8758)
To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO/AGR
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.